

SECRET

2 October 1981

1.0 INTRODUCTION (U)1.1 BACKGROUND (U)

The Office of Finance operates under the authority of the Director of Central Intelligence (DCI) as delegated to the Deputy Director for Administration (DDA). Within the charter, as defined in [] the Director of Finance is specifically charged with the responsibility for the payrolling aspects and attendant requirements of all Agency personnel. The Compensation Division within the Office of Finance is responsible for the operation of the three major payroll systems used to meet the Agency's unique requirements. The Audit and Certification Division of the Office of Finance is responsible for the Joint Publications Research Service payroll system. (C)

25X1

Currently the Agency payrolling function is divided into four stand-alone payroll processes. These four processes are listed below and further described in Section 3.

a. Automated Payroll System (biweekly payroll)

[]

c. CIA Retirement and Disability System (CIARDS) Payroll

d. Joint Publication Research Service (JPRS) Payroll System.

[]

While each of these systems has served the Agency well, the Office of Finance need for more timely information summaries and an increased manual workload have prompted a review of these systems. As a result, a joint OF/ODP project was established and tasked with the development of a new system that will meet the needs of the Office of Finance. (U)

1.2 PURPOSE (U)

This document provides the functional requirements against which ACIS shall be developed. Once the document has been fully coordinated and refined it will serve as the cornerstone for future development and integration. (U)

The major goal of the ACIS effort is to provide the Office of Finance with a comprehensive and viable payroll system with a rapid, flexible query capability to reduce the manual workload of the present systems. (U)

SECRET

SECRET

2 October 1981

25X1
1.3 SCOPE (U)

Since the current biweekly payroll system is responsible for paying [redacted] of Agency personnel, the initial thrust of the ACIS effort was a detailed examination of its processes and problems. In addition, the other payroll systems were reviewed to identify functions common to all four systems and the practicality of consolidating the separate systems was explored. ACIS will be developed based upon the processing requirements of the four existing systems. (U)

In addition to performing the basic functions available in the existing payroll systems, ACIS must satisfy new demands for service expressed by the Office of Finance. Further, changes in law and policy along with an ever increasing awareness and emphasis on automated financial tools will result in additional processing requirements that cannot be defined at this time. However, during the design of ACIS, reasonable steps will be taken through the use of a Data Base Management System (DBMS), a flexible query and reporting capability, and up-to-date software techniques to lessen the impact and enable future demands to be met in a more timely manner. It is envisioned that by application of the experience gained through the operation of the current systems and utilization of state-of-the-art technologies, the operational capabilities of ACIS will meet these demands for the foreseeable future. (U)

This document defines the general functional requirements for the Automated Compensation and Information System (ACIS) only. This document specifies what support ACIS must provide, but not necessarily how it will be provided. In those instances where a specific method is denoted, it is for comparison purposes to demonstrate the need for a similar capability. The requirements presented herein are predicated on the best information currently available. (See Appendix A: References and Documentation). (U)

A variety of sources and organizations have supported the development of ACIS's functional requirements. Since there are many customers in addition to the primary users of the system, we have attempted to include the requirements of all interested components. Major contributors are:

- o Office of Finance
 - Office of the Director
 - Policy and Plans Staff
 - Compensation Division
 - Audit and Certification Division
- o Office of Data Processing

SECRET

SECRET

2 October 1981

Office of the Director
Applications, C Division
Processing, Production Division

- o Audit Staff. (U)

SECRET

SECRET

2 October 1981

2.0 ENVIRONMENT (U)

2.1 KEY SYSTEM OBJECTIVES (U)

Many of the processing requirements of ACIS as an Agency payroll system are already implemented with the four existing payroll systems. While there are many specific requirements to be addressed by ACIS, these can generally be categorized into the following key objectives:

1. Provide for an integrated management information system through the consolidation of similar payrolling functions.
2. Provide for the entry of all required payroll data with minimal manual intervention by Compensation Division, OF.
3. Automatically compute all pay, leave, deductions and allotments in accordance with law and policy.
4. Automatically record all required historical data and provide timely access to this data through a flexible query and reporting capability.
5. Provide a system design and software maintenance documentation such that changes can be effected in a more timely manner. (U)

2.2 BENEFITS AND COSTS (U)

An estimate of total system costs and benefits is being developed but is not yet available. It is known that the system will require a significant level of personnel and computer resources. An estimate of costs and benefits will be completed by late November, and will be included in the Resources Requirements document. (U)

2.3 MAJOR FUNCTIONAL AREAS (U)

ACIS's purpose and utility can best be described by reviewing its major functional areas. While a further description of the major functional areas is presented in Section 4, they are:

1. Time and Attendance (T&A) Processing
2. Master Data Update
3. Leave and Pay Adjustments
4. Leave and Pay Computations
5. Methods of Payment
6. History Information
7. Year End Processing.

SECRET

SECRET

2 October 1981

8. Query / Reporting
9. Interfaces (U)

2.4 SYSTEM USERS AND CUSTOMERS (U)

ACIS will primarily serve two classes of users, the payroll technicians, and the Office of Finance managers. It must also enable OF to be responsive to the many customers requesting payroll information. ACIS customers include other automated systems, components within the Agency, components external to the Agency, and the individual employee. (U)

2.5 ASSUMPTIONS AND CONSTRAINTS (U)

The ACIS requirements stated here are based on current policy, and on the assumption that the existing systems can be effectively consolidated. However, Agency policy relating to the updated Title 6 of the Government Accounting Office (GAO) Manual for Guidance of Federal Agencies can impact ACIS requirements. The updated Title 6 provides for the use of exception reporting techniques for time and attendance reporting, and re-emphasizes the requirement that the time and attendance forms must be signed by the employee's supervisor and retained. While the endorsement of exception reporting techniques can allow increased design flexibility, the requirement to retain signed source documents remains a significant limiting factor. The Office of Finance must provide guidance on Agency policy revisions with respect to conformance to GAO policy. (U)

2.6 IMPACTS (U)

As currently conceived, ACIS will replace all four existing payroll systems: 1) Biweekly, 2) 3) CIARDS, and 4) JPRS.

While more opportunities will exist for enhanced payroll processing, management's role will likely become more involved as users gain experience with these increased capabilities. (U)

The incorporation of a flexible query capability will be a powerful tool with the potential to support many diverse applications. Although it is envisioned that standard user interfaces will be designed for simplicity of use, exploiting the query capability to its

SECRET

SECRET

2 October 1981

fullest will require the user to be thoroughly familiar with the query language. (U)

ODP will need to assist OF in its development of complete training courses on the use of the system in the day-to-day payroll environment. The courses would be directed toward Office of Finance managers, users, and payroll technicians. (U)

SECRET

SECRET

25 January 1982

Current time frames for other year-end processing functions, such as preparation of summary reports and preparations for processing the data for the new year, remain the same under ACIS. (U)

5.2 PERFORMANCE REQUIREMENTS <UPDATED 19 MARCH 1982> (U)

In addition to meeting the production schedules discussed above, the following minimum performance characteristics will be used to measure the effectiveness of the system.

- o The online system will be available for eight hours per normal working day between 0800 and 1800 hours.
- o The results of off-line processing will be available by 0800 hours the following day.
- o It is expected that system response to predefined queries on individual online pay cases will be under five seconds. It is expected that response to 95% of all queries will be under ten seconds.
- o Response to ad hoc online queries that result in file searches should process at the rate of approximately 4,000-6,000 records per minute.
- o In the event of system failure during critical processing periods, backup procedures will be invoked if the system down-time is projected to exceed 60 minutes. Under the current biweekly system, these critical periods usually occur on Wednesday and Thursday of each week.
- o In the event of system failure during periods not involving critical processing, backup procedures will be invoked if the system down-time is projected to exceed 90 minutes. (C)

SECRET

SECRET

2 October 1981

process. Since the system is currently designed to compute entitlement for a full biweek period only, the entitlements for part of a period must be obtained by subtracting the portion of the pay that represents an overpayment. Conversely, if an individual's entitlement extends to a prior pay period (retroactive change) then the pay technician will compute the additional pay to be added to the individual pay entitlement in the pay computation process. Both pay entitlements and leave entitlements can be modified by this adjustment process. (U)

D. Payroll Computations (U)

The payroll computation process uses data in the individual's Master File record and Time and Attendance data to compute one's entitlement. The entitlement is then modified using data received from the Pay and Leave adjustment process (see paragraph C. above), producing the actual pay entitlement of each person in the pay system. (U)

E. Actual Payments (U)

Net pay entitlements are produced on two check issue tapes - one representing payments by Electronic Funds Transfer (EFT) and another which will be used to produce Treasury checks. These computer tapes are hand-carried to the Department of the Treasury's Washington Disbursing Center for processing. Treasury production of Agency salary checks is by prearranged appointment - date and time. The check issue tapes and the salary checks are hand-carried back to the Agency. Salary check distribution to the individual's office (or mailed to a designated bank or home address) is initiated by personnel of the Compensation Division/OF. (C)

F. Reporting/History (U)

The results of the payroll computations are stored in various computer files and used to produce outputs in prescribed formats and modes in accordance with established production schedules. Output modes are hard copy, microfilm, microfiche, 5x8 cards, IBM cards, and computer tape. Production schedules vary from on-request to biweekly, monthly, quarterly, and annually. These outputs represent working tools used by the pay technicians, historical records for periodic reference by OF, and reports requested by outside customers. This information cannot currently be accessed by terminal query. (U)

G. Year-end Processing (U)

a) After completion of the pay computation process for the last pay period of the tax year, the following processes take place:

SECRET

SECRET

2 October 1981

1. Separation pay cases (resignations, retirements, deaths) are recorded in a hard copy report ("Separations - cy 19xx"), and the records are deleted from the Master File.

2. For each active pay case, new YTD history files are established for Current and Cumulative Earning Record, tax subsidiary and similar subsidiary records using the most current data in the header portion (name, FAN, SLOPS, annual salary, [] etc.) of each record, according to the data content of each record.

3. Tax reports (hard copy and/or mag tape) and tax documents (W2 & W2P) are produced.

b) After completion of the last pay-compute process of the LEAVE YEAR (P.P. 2) the LEAVE history file is cleared and a new Leave (subsidiary) record is established for each active pay case for the new Leave Year. (U)

H. Data Retrieval (U)

Information needed by the pay technician to perform the day-to-day operations is obtained by reviewing hard copy reports, microfiche or microfilm records or actual hard copy source documentation. Information needed by management frequently requires extensive research to compile the required statistical information.

I. Pay Compute Process (U)

The Pay Compute process is primarily a computer function with significant manual input involving Master File updates and leave and pay adjustments. This application has the responsibility for computing all earnings and deductions as well as providing data for all pay compute related reports, net pay, and earnings statements.

The pay compute process has two important processes (a) the base to gross program, and (b) the gross to net program. The base to gross program is designed to develop authorized earnings and allowances for each employee using data from the payroll master record, time and attendance record, and leave and pay adjustments. It develops the appropriate components of pay, arriving at gross compensation while differentiating between taxable and non-taxable compensation for each employee.

SECRET

SECRET

2 October 1981

The pay compute process employs several methods of control. Each program maintains totals of each file read and written. These totals are then printed at the end of the job as well as being verified against the control record of each file. In addition, the base to gross program summarizes detail fields in the master to verify against the control records. This program also prints out sum totals of all earnings and allowances, while the gross to net program prints all deductions. Both the base to gross program and gross to net program produce messages to advise the user of the various exception conditions arising during the processing cycle. (U)

J. Interfaces (U)

The current payroll systems have automated interfaces to several other computer applications. Payroll data is both received from and forwarded to these various other applications, as appropriate. (U)

Payroll-related data is received from the following mechanized systems:

- o Office of Personnel systems

- CEMLOC
- PERCIARDS
- PERHOSP
- PERSIGN

25X1



Data is provided to the following systems via automated interface:

- o Office of Personnel systems

- FTE

SECRET

SECRET

2 October 1981

- PERSTEP
- PERHOSP
- Credit Union System

- o Office of Finance

- GAS
 - VIP

3.2 AUTOMATED PAYROLL SYSTEM (BIWEEK) (U)

3.2.1 TYPES OF PERSONS PAID (U)

The biweek payroll system pays approximately [] all persons employed by the Agency. The employment categories of these pay cases may include Staff, Contract, and FBIS personnel as well as a variety of pay schedules such as Senior Intelligence Service (SIS), Wage Board (WB), General Schedule (GS), and others. Some persons are employed part time, and others only when needed. Some are limited appointment cases, others indefinite appointments. The emphasis here is on the variety of pay cases that may be encountered. (C)

25X1

3.2.2 UNIT OF WORK VS UNIT OF PAY (U)

For the most part, the unit of work is the work hour. Wage Scale pay rates are already stated in this term. Per annum salaries are converted to an hourly rate of pay, and duty status is recorded on Time and Attendance Reports in terms of work hours. Some independent contractors including consultants are paid by the day, and their work performance is recorded on Time and Attendance Reports as days worked. (U)

3.2.3 PAYROLL CYCLE (U)

The payroll cycle is a sequence of processing routines that spans a 2 week period. The completion of one sequence is a prerequisite to the

SECRET

SECRET

2 October 1981

start of the following sequence. A rigid start/stop schedule has been compiled and is observed. (U)

25X1

3.2.5 CONTROLS (U)

There is an elaborate system of controls designed into the system to insure data integrity, confirm validity of computed information, and to discourage fraud. In addition, selected outputs containing detailed payroll information are presented in hard copy and distributed to Agency components for review. These controls fall into ten categories: (U)

A. Edits (U)

Each input data item must be edited against established parameters (size, minimum/maximum values, etc). (U)

B. Validation (U)

In this process, input data is checked against conditions in the individual's Master File record to ensure the uniqueness of certain data values and to ensure input data consistency with the individual pay case. (U)

C. Rights/Benefits Control Indicators (U)

The Master File contains separate indicators for each benefit to which a pay case may be entitled. These benefits are enumerated and are automatically applicable to appointed (staff) personnel, but are applicable to Contract Employees only if the individual's employment contract so stipulates.

SECRET

SECRET

2 October 1981

All indicators are automatically set to positive when a Staff Employee is established in the payroll Master File, and set to negative when a Contract Employee pay case is established. If one's contract stipulates entitlement to any one, or all of these benefits, the pay technician must activate the indicator of each applicable benefit. The Master File update routine uses the Rights/Benefits indicators to validate transactions that affect a particular benefit. (U)

D. Normal Pay/Net Change Reconciliation (U)

A product of the Master File update cycle is a bank of current information that is used to produce a detailed report of one's normal pay entitlement. Normal pay is defined as an individual's entitlement for a given biweek period that involves no leave without pay, no premium time pay, and no pending pay adjustments (straight 80 hours). Production of the Normal Pay/Net Change Report is tantamount to a signal from the system that all Master File update messages have been processed, and that no further changes to the Master File data are to take place until after the information is used in computing the individual's actual entitlement in the Pay-Compute cycle. This report is examined in detail by the personnel in Payroll Administration Branch (PAB/CD) who prepare a detailed form to reconcile the summary information produced by the computer system. (U)

E. Pay-Compute Reconciliation (U)

There is an audit conducted each pay period by PAB/CD analysts who use the Pay-Compute Summary Report to reconcile the results of the pay-compute process to the applicable subsidiary records. The Chief, Compensation Division, must accept the results of the pay compute process before the Check Issue Tapes can be released to the Treasury Department for printing of salary checks or transmitting salary credits via the EFT process. (U)

F. Special Warning Messages (U)

The system design requires the listing of all new pay entitlements each pay period that are in excess of \$2,000.00. Ordinarily, after all deductions have been taken against one's gross entitlement, only a few pay cases will result in a net pay greater than this amount and usually these cases are the result of payment of lump sum leave entitlements to personnel who separate from Agency employment. Occasionally, presentation of many hours of premium time pay that was earned over a long period of time but submitted as a block of data in one pay period will cause a net pay to exceed this \$2,000 check point. These cases are reviewed by the CD management to assure itself that

SECRET

SECRET

2 October 1981

someone is not attempting to defraud the Agency, or that the Maximum Aggregate Compensation Limitation (see below) is not exceeded. (U)

G. Maximum Aggregate Compensation Limitation (U)

This a limit established by law which states that no government employee who is paid on an established salary schedule can receive a rate of pay which represents an entitlement that is greater than the highest rate of basic compensation - currently \$50,112.50 per year or \$1,927.20 per biweek period including pay for overtime (O/T), holiday time (H/T), compensatory time (C/T) and Administrative Premium Pay. The pay-compute programs monitor the calculation of premium time pay and when an individual's basic pay plus premium time pay exceeds the maximum aggregate compensation limitation, the programs will reduce the entitlement to the maximum rate. (U)

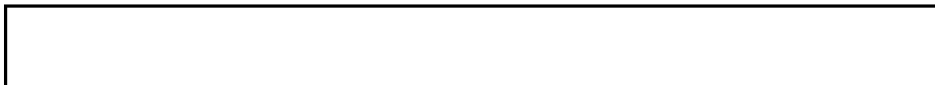
H. Subsidiary Reports Provided Agency Components (U)

Area component administrative and budget officers have an opportunity to assist in the validation of the pay compute process through review of selected outputs that contain detailed information on personnel assigned to their component. Two illustrations of these reports are:

- a. Expenditure Listing Report- contains the names of all personnel who were paid by the biweek system for a given biweek period and the amount of pay earned by each, plus other costs associated with the payments.
- b. Premium Time Pay Report- lists the names of all personnel in the area component who have been paid for premium time (Overtime, Holiday Time, Night Differential, Sunday Pay, and Compensatory Time), the type of premium worked, the number of hours associated with each, the rate of pay for each, and the value of this extra pay. (U)

I. Employee Feed Back (U)

Employee feed back is an important source for identifying problems in the pay-compute process. (U)



SECRET

Next 3 Page(s) In Document Exempt

SECRET

2 October 1981

25X1

3.4 CIA RETIREMENT AND DISABILITY SYSTEM (CIARDS) PAYROLL (U)

Public Law 88-643 (CENTRAL INTELLIGENCE AGENCY RETIREMENT ACT) was passed in 1964 authorizing the CIA Retirement and Disability System (CIARDS). The first Annuitant check was issued on a manual basis in 1965 and the system was subsequently automated in 1968 by modifying an existing unvouchered payroll system operating on an RCA-501 machine. This early system is currently being simulated on ODP computers.

The original effort to modernize the CIARDS payroll system was undertaken in the mid 70's and culminated in a finished Feasibility Study by ODP in March 1976. In May of 1980 the Office of Finance requested ODP to initiate development of a new CIARDS Payroll System and this development is underway. The functional characteristics of the new CIARDS system are described in the CIARDS Project Proposal dated 7 August 1981. (U)

3.5 JOINT PUBLICATION RESEARCH SERVICE (JPRS) (C)

3.5.1 TYPE OF PAY CASE (U)

JPRS personnel are independent contractors who are experts in one or more foreign languages and are paid to perform any of 15 different services (e.g. translations in any one of 94 foreign languages, conduct library research, prepare biographic and/or bibliographic cards, abstracts, prepare typewritten summaries, etc). The type of

SECRET

SECRET

2 October 1981

service to be performed and the foreign language associated with the type of service determines the individual's rate of pay as stipulated in the individual's contract. They are paid each month for the services performed during that month. A JPRS contractor can perform several different services during a given month, with the rate of pay for each service varying with the type of work and the associated language. (U)

3.5.2 AUTOMATED SUPPORT (U)

25X1

3.5.3 INPUT DOCUMENTS (U)

Contract Input Sheet. - Contains basic information that has been transcribed from the employment contract, or from the contract amendment. (U)

Statement of Service (SOS) form. - Contains the individual's contract number, Service Code, Language Code, number of units of work, and the value of the completed job. (U)

3.5.4 EDITS/VALIDATES (U)

The data is subjected to a series of edits and validates and an exception report is produced. This exception report is researched by Audit and Certification Division (A&C/OF) personnel who correct the data and submit it for re-validation. This iterative process continues until there are no exceptions. (U)

3.5.5 PAYMENT PROCESS (U)

25X1

SECRET

SECRET

2 October 1981

3.5.6 OUTPUTS (U)

The system produces 4 financial reports - exceptions reports, a payee listing, a contract data file listing of all contractors, and a statement of service file listing all persons sending in an SOS form. In addition, four reports are produced for JPRS management. (U)

3.5.7 VOUCHERING TO GAS (U)

The payment listing used by the Monetary Division to prepare payment checks also provides the detailed information that is recorded in the General Accounting System (GAS). A posting voucher is manually prepared by A&C/OF which summarizes the accounting entries necessary to record the JPRS payroll costs. The posting voucher is attached to the payment listing and forwarded for GAS.

The information that is keyed to GAS is retained in the GAS history files and form 1099 tax documents are produced by the GAS system at the end of each tax year. (U)

SECRET

SECRET

2 October 1981

4.0 THE ACIS SYSTEM (U)

4.1 OVERVIEW (U)

The functional structure of ACIS is derived from examining the payrolling products (payments, reports, historical data, etc.) in terms of the functional flow of the payroll process (T&A processing, Master File update, Adjustments, Pay Compute, etc.). In essence, while the system products may change in the form of more reports, more historical data, or more varied methods of payments, the functional flow of ACIS will be equivalent to the present payroll systems. (U)

ACIS will continue to support all the capabilities currently required to meet the functional and performance objectives of the current payroll systems. In addition, ACIS has a variety of unique objectives. The new general requirements for ACIS are listed below in terms of their applicability to each of the major functional areas of the payroll operation. Specific requirements, including those already implemented in existing systems, are listed under "Specific ACIS Functional Requirements." (U)

4.2 TIME AND ATTENDANCE (T&A) PROCESSING (U)

- o Devise a method to reduce the time required to input time and attendance data. (U)
- o Record on a pay period basis the time and attendance data for each day of the pay period. (U)



4.3 MASTER DATA UPDATE (U)

- o Optimize the use of automation between ACIS and interface systems. (U)

SECRET

SECRET

2 October 1981

- o Devise a method for Master Data update that provides a more timely edit and validation feedback to pay technicians. (U)

4.4 LEAVE AND PAY ADJUSTMENTS (U)

- o Devise a method to reduce the manual efforts associated with the preparation of leave and pay adjustments. (U)

4.5 LEAVE AND PAY COMPUTATIONS (U)

- o Provide computer processing for leave and pay adjustments predicated on daily T&A information. (U)
- o Provide computer processing for adjustments and computations based on actual effective dates (e.g., post differential, retroactive actions, etc.). (U)

4.6 METHODS OF PAYMENT (U)

- o Provide the capability to process payments other than a U.S. Treasury check or Electronic Funds Transfer (EFT) during the biweekly cycle. (U)

4.7 HISTORY INFORMATION (U)

- o Automate the posting of all appropriate history information, including retirement records. (U)

4.8 YEAR-END PROCESSING (U)

- o Provide the capability to produce the appropriate tax documents to enable contractors to be paid under the biweekly cycle. (U)



25X1

SECRET

SECRET

2 October 1981

4.9 QUERY / REPORTING (U)

- o Provide payroll technicians with an online capability to retrieve all data needed in their normal day-to-day operations.
- o Provide the capability for timely access to appropriate computerized payroll history files.
- o Provide payroll with a rapid query capability for basic payroll (roster) data. (U)

4.10 INTERFACES (U)

Reduce Compensation Division's manual workload by increasing the extent to which data is exchanged between ACIS and other computer systems via automated interface. ACIS will interface with:

- CEMLOC
- CENCO
- CREDIT UNION
- FTE
- GAS
- PERINSURE (the follow-on system to PERHOSP)
- PERSIGN
- PERSTEP
- VIP

SECRET

SECRET

2 October 1981

5.0 SPECIFIC ACIS FUNCTIONAL REQUIREMENTS (U)5.1 OVERVIEW (U)

The primary purpose of ACIS is to provide the Office of Finance with a flexible and efficient means of meeting its payroll processing objectives. In order to do so ACIS must be capable of handling a variety of functions throughout the entire payrolling process. Specific ACIS requirements are described in more detail in the following sections. (U)

5.2 TIME & ATTENDANCE (T&A) PROCESSING (U)

ACIS must:

- o Devise an alternative to the present T&A data entry process so that the manual effort presently devoted by the pay technicians for sight audit and batching of the T&A documents is substantially reduced. (U)
- o Prepare T&A data entry aids to be distributed for the recording of T&A data. (U)



25X1

- o Provide timely notification of edit and validation exceptions to enable the data to be corrected. (U)
- o Retain valid T&A data for history processing, for query by the payroll technician, and by the leave and pay computation process. (U)
- o Provide the capability to process T&A reports for partial pay periods with validity checks for other partial reports for the same period. (U)
- o Be able to distinguish an amended report for the same period for the same pay case, determine the extent of change in T&A duty status, and make this information available for history processing and for the leave and pay computation process. (U)

SECRET

SECRET

2 October 1981

- o Record the receipt of T&A data per pay case and provide notification to the pay technicians for any missing T&A data. (U)
- o Validate the T&A data to reject multiple T&A reports for the same pay period except for partial reporting or amended T&A reports. (U)

5.3 MASTER DATA UPDATE (U)

ACIS must:

- o Process Master Data transactions in a predetermined order by transaction type. (U)
- o Edit all input data to insure data integrity. These edit routines will examine each data item in terms of minimum/maximum size, minimum/maximum value, and its appropriate alphanumeric characteristics. (U)
- o Provide narrative messages to the payroll technicians which describe the nature of edit exceptions so that errors can be reviewed and corrected on a timely basis. (U)
- o Validate all input data to insure that each item is compatible with related data in the same Master Data record. (U)
- o Provide narrative messages to the payroll technicians which describe the nature of the validation exceptions so that errors can be reviewed and corrected on a timely basis. (U)
- o Provide a pseudo-update capability to facilitate the correction of errors encountered in the Master Data update cycle. (U)
- o Update the Master Data as appropriate with validated transactions. (U)
- o Produce outputs according to format/data content prescribed by the user. (U)
- o Generate Master Data default values per transaction type. (U)

SECRET

SECRET

2 October 1981

- o Provide the capability for the pay technicians to prevent or limit the computation of entitlements for those pay cases which are in a "Status Undetermined" condition. (U)
- o Provide the capability to retrieve data values associated with entitlement or deduction indicators in the Master Data record. (U)
- o Compute normal pay for all active pay cases including base entitlements, and the deductions and allotments used to derive normal net pay. (U)
- o Provide the capability to record multiple units of work and their associated rates for a pay case. (U)
- o Provide the capability to update the employee's salary data in accordance with a Legislative Pay Increase (LPI). (U)
- o Provide normal pay summaries to the payroll technicians, when required, on an individual pay case basis. (U)
- o Optimize the automatic transfer of data to ACIS from appropriate existing or proposed computer systems. (U)
- o Expedite the input and validation of Master Data update transactions to reduce the Compensation Division's manual workload. (U)
- o Automate the Compensation Division's manual reconciliation process to confirm the reliability and integrity of the update process. (U)

5.4 LEAVE AND PAY ADJUSTMENTS (U)

ACIS must:

- o Process leave and pay adjustments prepared by pay technicians. (U)
- o Assist the pay technicians in the preparation of adjustments by utilizing menus displayed online. (U)
- o Edit all adjustment transactions to ensure data integrity. These edit routines will examine each data element in each transaction in terms of minimum/maximum size,

SECRET

SECRET

2 October 1981

minimum/maximum value, and its appropriate alphanumeric characteristics. (U)

- o Perform preliminary validation of adjustment transactions online. (U)
- o Provide appropriate narrative messages online which describe the nature of any edit/validate exceptions such that the pay technicians are able to correct them. (U)
- o Provide a backup method of entering adjustment transactions offline should the online facility become unavailable during a critical period. (U)
- o Be able to display adjustment transactions that have been validated for the current pay period. (U)

5.5 LEAVE AND PAY COMPUTATIONS (U)

ACIS must:

- o Validate all input data to ensure that each pay compute transaction is compatible with other pay compute transactions for the same record according to an established order of precedence within transaction type. (U)
- o Provide narrative messages to the pay technicians reflecting the nature of any pay compute validation exceptions. (U)
- o Provide for the computation of entitlements based on different pay cycles (two-week, four-week, and monthly). (U)
- o Compute the total entitlements and deductions for each pay case considering the different treatments of taxable and non-taxable items, standard or non-standard work periods, and the effect of the Fair Labor Standards Act (FLSA). (U)



- o Produce the necessary funds transfer documentation on re-employed annuitants reimbursement to the appropriate retirement fund. (U)

SECRET

SECRET

2 October 1981

- o Provide for a pseudo leave and pay compute process to determine the acceptability of edited data, and for notification of any validation exceptions for correction and re-submission in the same pay period as originally submitted. (U)
- o Process pay deductions according to the established "Order of Precedence" when the net pay is insufficient to cover all deductions for the pay case. (U)
- o Provide the capability for automatic computation of entitlements based upon the effective date of an entitlement. (U)
- o Provide for the computation of all leave entitlements (annual, sick, compensatory time, etc.) including special leave provisions applicable to Senior Intelligence Service (SIS) personnel. (U)
- o Maintain current year-to-date cumulatives for Annual Leave, Sick Leave, Home Leave, and Compensatory Time. (U)
- o Automate the establishment and maintenance of Suspended Leave, Restored Leave, and Escrow Leave accounts. (U)
- o Provide for computer processing of amended T&A reports. (U)

25X1

- o Automate Compensation Division's reconciliation procedures which confirm the reliability and integrity of the computation process. (U)
- o Make the results of the leave and pay computation process available for subsequent payroll processing, produce the appropriate reports, and satisfy interface processing needs. (U)
- o Associate leave and pay adjustments and attendant costs to the Financial Accounting Number (FAN) in effect for the period adjusted or amended. (U)
- o Observe the limitations of "Maximum Aggregate Compensation" procedures. (U)

SECRET

SECRET

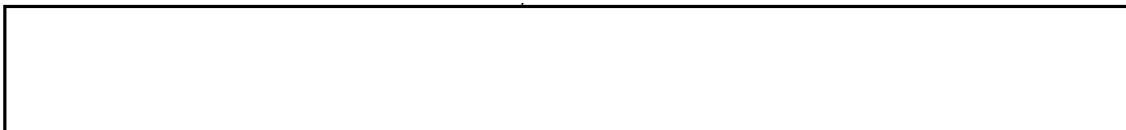
2 October 1981

- o Provide for the collection of government indebtedness and maintenance of current indebtedness balance. (U)
- o Produce warning messages if net pay is greater than the Compensation Division control limit for the various pay cycles. The same control limit will be applied to all pay cases and will be defined as a percentage of the individual's normal net pay. (U)
- o Observe the limitations of Not-to-Exceed (NTE) dates and NTE amounts for designated pay cases. (U)
- o Be able to produce computer output microfilm (COM) recording valid adjustment transactions for the current pay period in ascending order of employee number. (U)

5.6 METHODS OF PAYMENT (U)

ACIS must:

- o Produce computer tapes configured in accordance with requirements established by the Department of the Treasury for:
 - a. Payments to bank allottees via EFT. (U)
 - b. Production of Treasury checks. This tape must provide for a special punch code in each check instrument that will permit Compensation Division to machine sort these checks into (1) those for mailing and (2) those for office delivery. (U)
 - c. Production of Treasury checks for CIARDS annuitants and JPRS personnel. These checks will be mailed to designated addressees by Department of Treasury. (U)
- o Produce documentation necessary to effect payments or funds transfers for court-ordered payments. (U)



25X1

SECRET

SECRET

2 October 1981

5.7 HISTORY INFORMATION (U)

History information is defined as the cumulative results of the payrolling process up through the end of the most recently completed pay period. (U)

Some of the history information accumulated must be made available for online inquiry by the pay technicians. Other history information can be processed offline. Online history requirements are described in a general way in this document. An in-depth definition of online history requirements will be available in the Resources Requirements document. (U)

5.8 YEAR-END PROCESSING (U)

ACIS must:

- o Prepare an appropriate tax document for each pay case at the end of the tax year according to an individual's employment and cover status. The individual's mailing address will appear on this document, and will be obtained from the Central Emergency Locator System (CEMLOC). (C)
- o Prepare reports for distribution to the various Federal and state taxing authorities according to the data transfer requirements of each authority. (U)
- o Prepare summary year-end reports for each case payrolled during the tax/leave year. (U)
- o Retain only active pay cases on the Master Data for the new pay/leave year. The YTD money fields are cleared as of the beginning of pay period one (PP1) of each new pay year; the YTD leave (Annual Leave, Sick Leave, Home Leave, and Compensatory Time) fields are cleared as of leave period one (LP1) of each new leave year. (U)
- o Determine the Annual Leave (A/L) forfeitures as of the end of the leave year, retain the forfeited hours as "Prior Year Forfeitures," and document this action in the "A/L Forfeiture Report." (U)
- o Determine A/L advances as of the end of the leave year, and report the advances with the corresponding dollar values for each pay case. (U)

SECRET

SECRET

2 October 1981

- o Transfer YTD retirement contributions to the retirement record and initialize the YTD retirement contribution field for the new year. (U)

5.9 QUERY / REPORTING (U)

In general, the data reported under the current payroll systems will also be required under ACIS. (U)

Data will be made available either in hardcopy or via terminal display. Hardcopy outputs from the present systems that continue to meet users' information requirements will continue to be available. ACIS must include the capability to produce COM/Microform copies of all hardcopy reports that must be retained at the Records Center. (U)

Under ACIS, the operating environment of the payroll technician will be heavily oriented toward online computer support. This will require the acquisition of terminals to be used online. ACIS data volumes, performance requirements, and hardware requirements will be addressed in the ACIS Resources Requirements document. (U)

ACIS reports can be categorized as working tool reports, historical data reports, and customer reports. (U)

ACIS must:

- o Provide access to current and prior pay period pay, leave, and retirement annuity data. (U)
- o Maintain a backup capability, equivalent to that of the current payroll systems, such as COM/microfilm for those reports that must be accessible in the event of system failure. (U)
- o Provide the capability to produce hard copy reports where needed (i.e., Earnings and Leave statements, Confirmation of Bond Allotment, etc.) (U)
- o Provide the capability to reproduce individual Earnings and Leave statements for prior pay periods as required. (U)

SECRET

SECRET

2 October 1981

- o Provide the capability for online review by payroll technicians of any data element pertaining to pay entitlements, deductions, and net pay by individual pay case. For example:
 - 1. Gross annual salary
 - 2. Gross salary per pay period
 - 3. Premium Time Pay (Holiday Pay, Overtime, Night Differential, etc.)
 - 4. Deductions (Taxes, Insurances, etc.)
 - 5. Net Pay (amount, disposition, method of payment. (U)

- o Provide the capability for online review by payroll technicians of any data element pertaining to duty status by individual pay case. For example:
 - 1. Leave Charges
 - 2. Missing T&A Reports
 - 3. Premium Time Hours reported (U)

- o Provide the capability for online review by payroll technicians of any data element pertaining to Leave Status by individual pay case. For example:
 - 1. Leave Available for Advance
 - 2. LWOP Charged
 - 3. Leave Balance (U)

- o Provide the capability for online review by CIARDS' technicians of any data element pertaining to retirement annuity payments by individual pay case. (U)

- o Provide the capability for structuring management information queries that select information across all pay cases with the ability to list and count selections or display totals based on various numeric fields. (U)

SECRET

SECRET

2 October 1981

- o Provide the capability for various Agency components to query authorized payroll data. Queries will be based upon a finite set of Project Numbers (formerly called Financial Accounting Numbers) assigned by the OF data base manager to each of the various components. (U)
- o Provide the capability for the Audit Staff to query ACIS data for audit purposes. (U)

5.10 INTERFACES (U)

ACIS must:

- o Provide the capability to exchange data via automatic interface at least to the extent implemented in current systems. (U)
- o Provide the capability to receive data via automatic interface from the Credit Union system. (U)
- o Provide the capability to obtain the current office mailing address from CEMLOC for each employee for the purpose of mailing Earnings and Leave Statements. (U)
- o Provide the capability to obtain the state of residence, on a pay period basis, for each employee in order to assist OF in meeting its responsibility to withhold state income taxes. (U)

SECRET

SECRET

2 October 1981

6.0 SECURITY AND CONTROL REQUIREMENTS (U)

While one of the major goals of ACIS is the consolidation of the existing payroll systems and optimum use of common functions, adequate security and control procedures must be used in tandem to insure the protection of sensitive data and to insure data integrity and reliability of outputs. In order to accomplish this objective, ACIS must extend beyond the security and control features of the present systems. (C)

6.1 SECURITY REQUIREMENTS (U)

The ACIS operating environment must provide for:

- o Protection against the addition, deletion or changes to pay data other than through established processing procedures. (U)
- o The secure handling and protection of all classified data within the ACIS database as prescribed by relevant CIA security directives. (U)
- o The use of Agency standard control labels with all classified ACIS hardcopy or microform output. (U)
- o The maintenance of necessary information for reporting to the ACIS security focal point any violations of established access controls to the ACIS system, files or functions. (U)
- o The maintenance of necessary information for reporting to the ACIS security focal point all after-hours system usage specifying the user, time of day and files addressed. This information should be made available on a scheduled weekly basis, or otherwise on request as may be required by the Office of Finance. (U)
- o The automatic disabling of data base access based upon a standard timeframe agreed upon by the Office of Finance and ODP. Procedures should be established, however, to provide for authorized use outside the predefined timeframe. (U)
- o The appropriate security protection to insure that access to predefined data fields and functions are available only to authorized personnel. (U)

SECRET

SECRET

2 October 1981

6.2 CONTROL AND AUDIT REQUIREMENTS (U)

ACIS must:

- o Insure that additions, changes and deletions of pay data can only occur through authorized channels. (U)
- o Insure that there is only one (1) active pay record per pay case. (U)
- o Insure that all data validated for use in the computation of pay entitlement are actually used. (U)
- o Provide appropriate edit/validate checks to insure the integrity of input data. (U)
- o Insure that there is full and complete compliance with requirements for computation and payment of entitlements. (U)
- o Automate present manual reconciliation procedures as intermediate checkpoints in the payrolling process. Reconciliation of certain Master Data data must be done before performing the pay computation function and reconciliation of the pay computation function must be done before preparation of data transfer and payment outputs. (U)

SECRET

SECRET

2 October 1981

APPENDIX A: REFERENCE DOCUMENTS (U)

There are numerous documents which have been reviewed in the development of ACIS' functional requirements. These include primarily:

1. Current Systems Documentation (data elements list, report outputs, users manuals, edit and validate reports, interface documents)
2. General Payroll Requirements Study by ODP (dated 16 September 1980)
3. Payroll System Study by OF (date 21 January 81)
4. CIARDS Project Proposal (dated 7 August 1981) (U)

In addition, actual studies of ongoing operations were made and interviews were conducted with personnel having a direct input into the payroll operations. (U)

SECRET

SECRET

2 October 1981

The study of these references provided valuable background information for the project members which is necessary for developing the detailed functional requirements and understanding future design considerations as the project progresses. (U)

SECRET

SECRET

2 October 1981

APPENDIX B: DATA FLOW DIAGRAMS (U)

EXPLANATION OF DATA FLOW DIAGRAMS


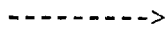
The purpose of this section is to describe the flow of data under ACIS by diagrams of increasing levels of detail. The data flow diagrams show user information requirements, not system logic. The focus is on the "WHAT" of information requirements rather than the "HOW". (U)

The diagrams describe the various functional processes of ACIS by using combinations of four symbols. These symbols are as follows:

SECRET

SECRET



2 October 1981

Symbol	Name	Explanation
	PROCESS	A process is something which transforms data elements by applying logical rules. A process can be mechanical or manual.
	DATA FLOW	Data elements "in motion", e.g., input forms, reports, or queries all constitute sets of data elements that are moving from one point to another.

SECRET

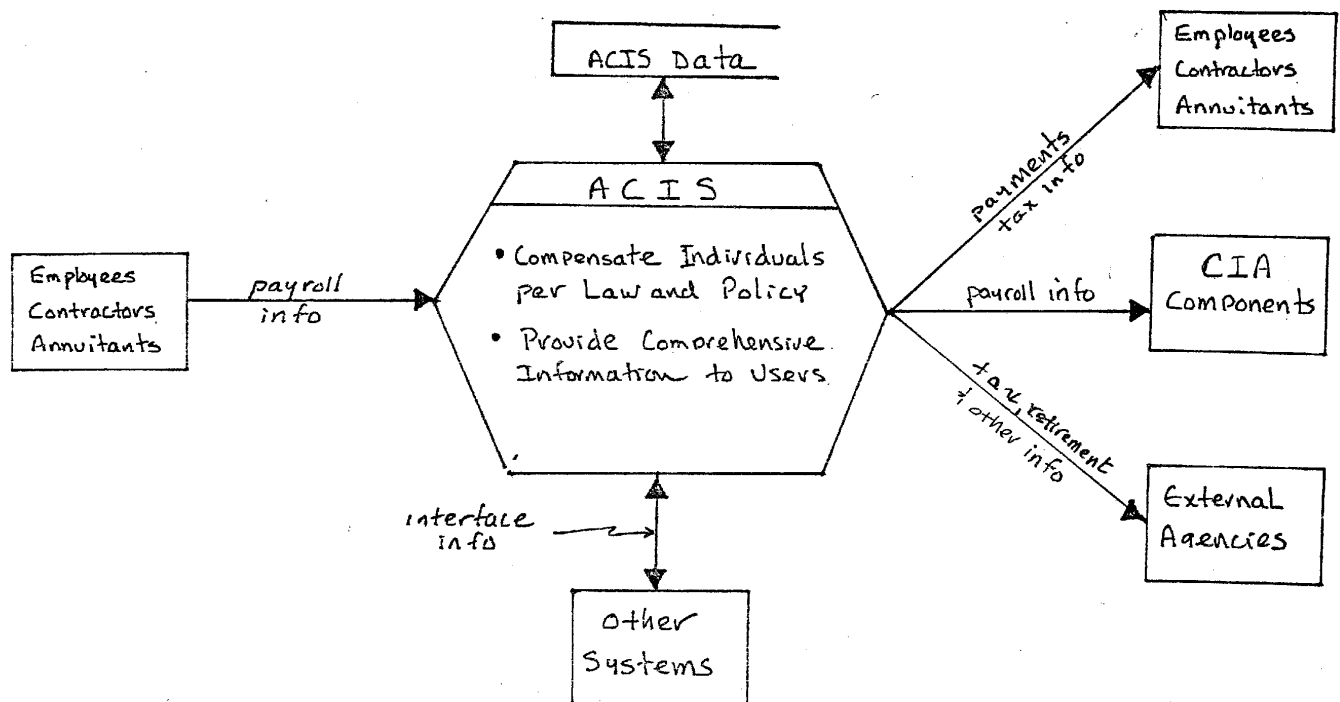
SECRET

2 October 1981

Symbol	Name	Explanation
	DATA STORE	Data elements temporarily "at rest", e.g., such as in a computer file, a paper file folder, a roll-o-dex file, etc.
	EXTERNAL ENTITY	A net supplier of data, or a receiver of output from a process within a given level of the system.

SECRET

SECRET

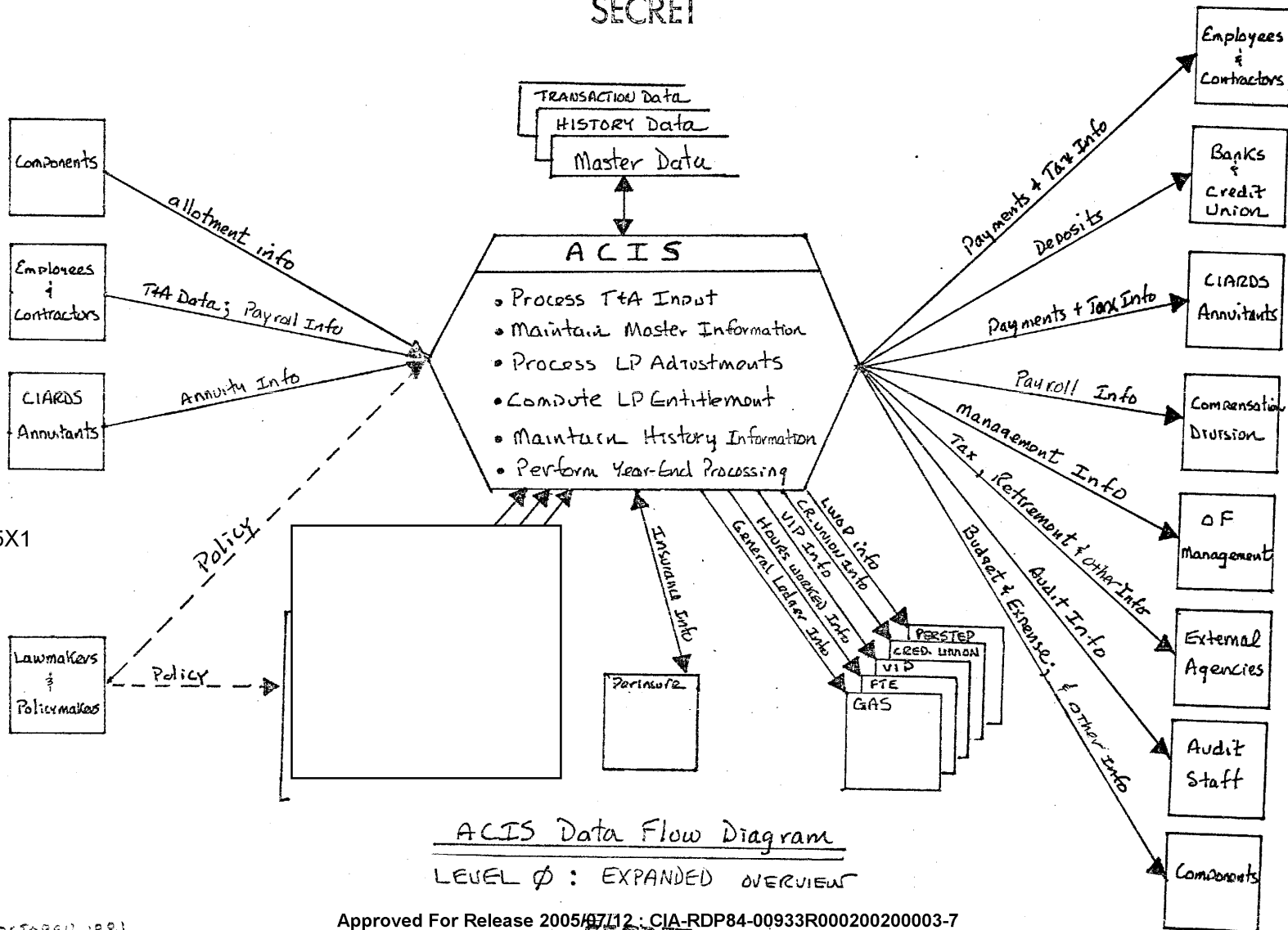


ACIS Data Flow Diagram

LEVEL 0 : SUMMARY OVERVIEW

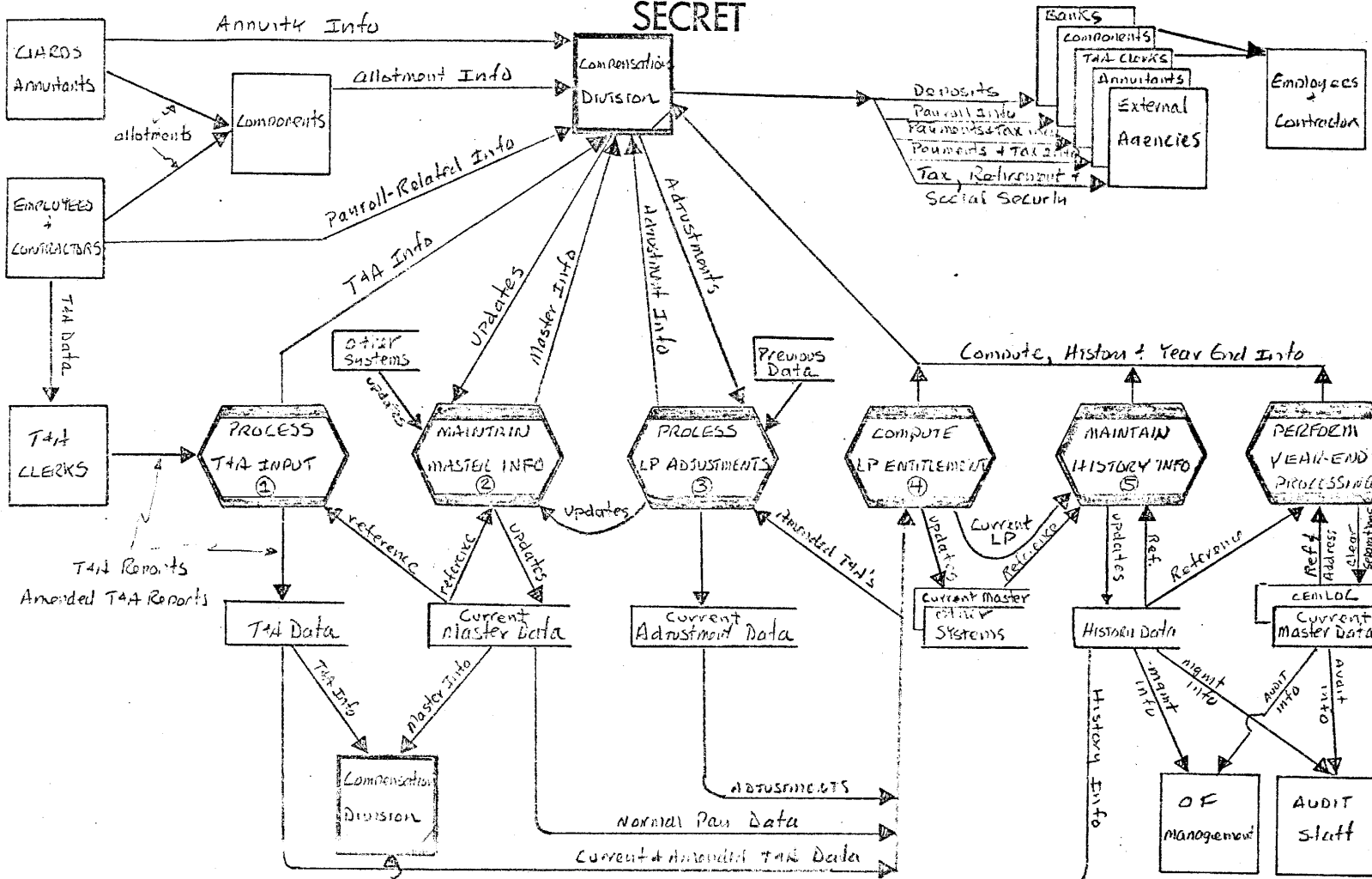
SECRET

SECRET



SECRET

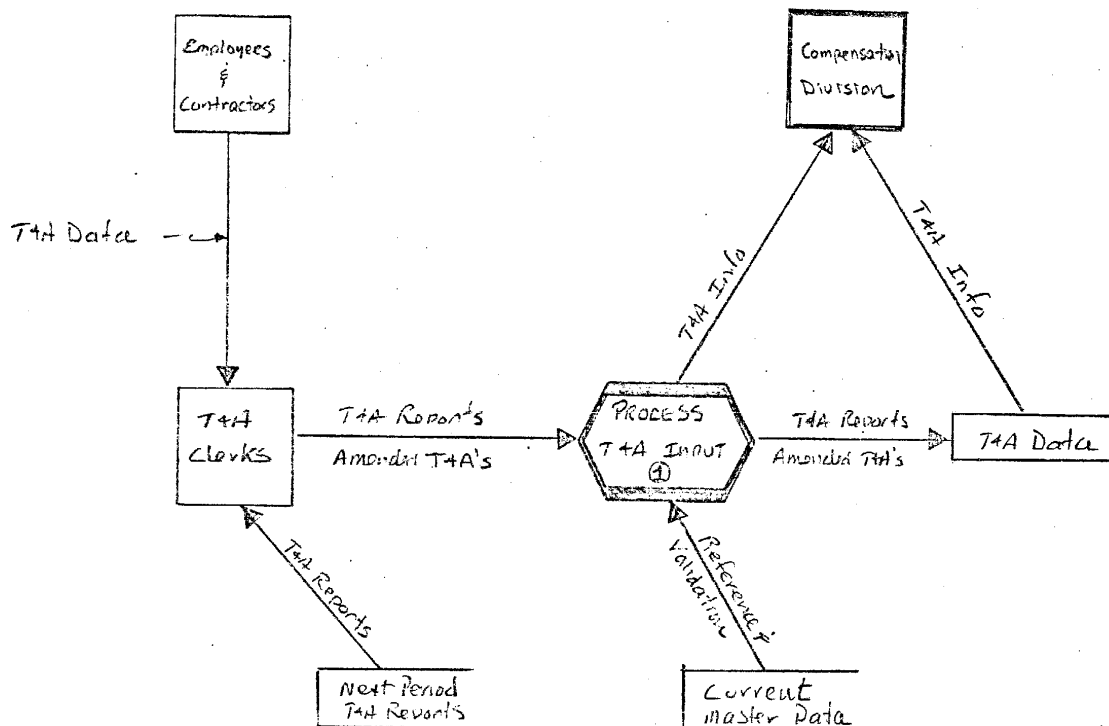
SECRET



ACIS Data Flow Diagram

SECRET

SECRET

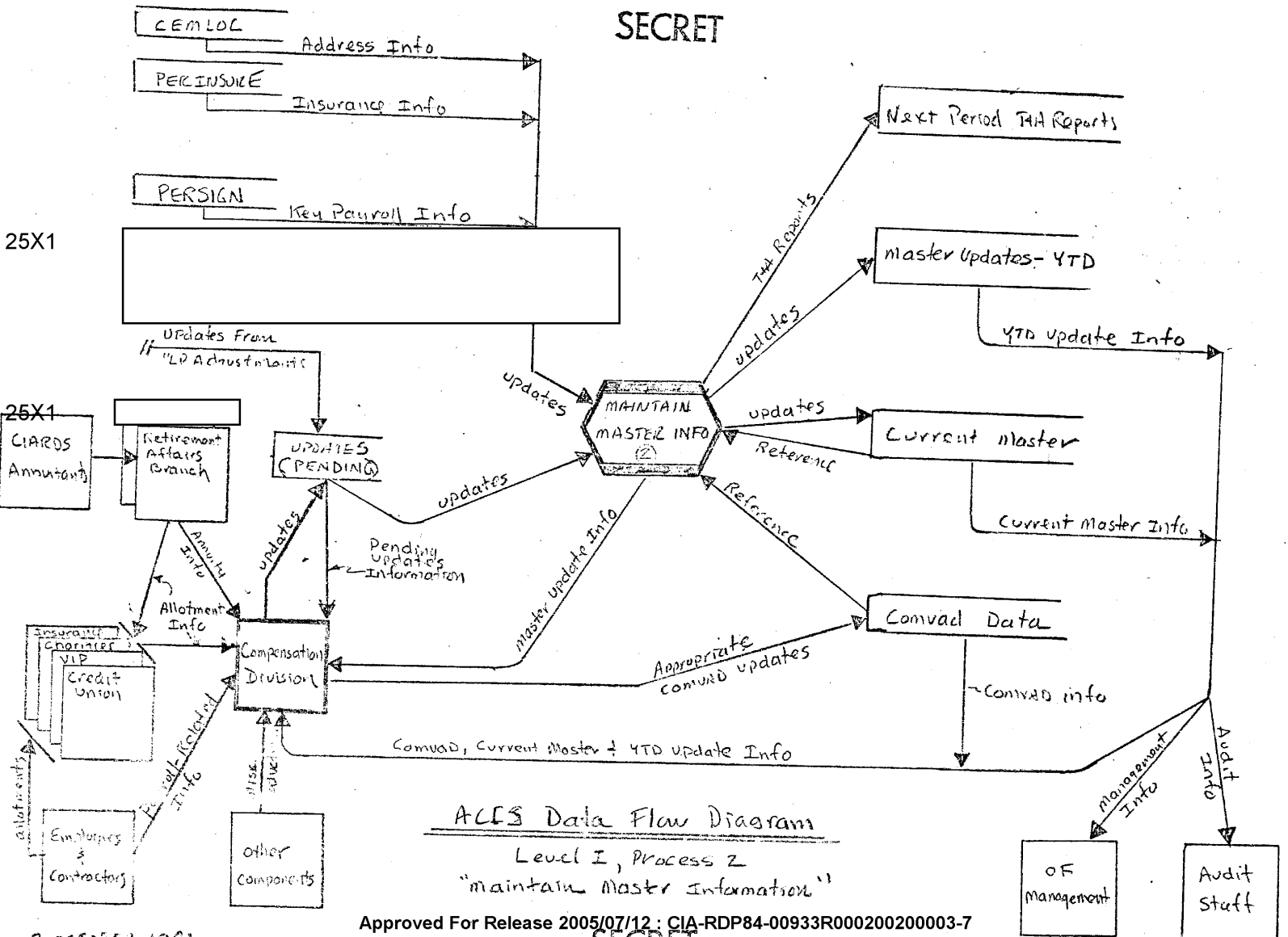


ACIS Data Flow Diagram

Level I, Process 1
"PROCESS T4A Input"

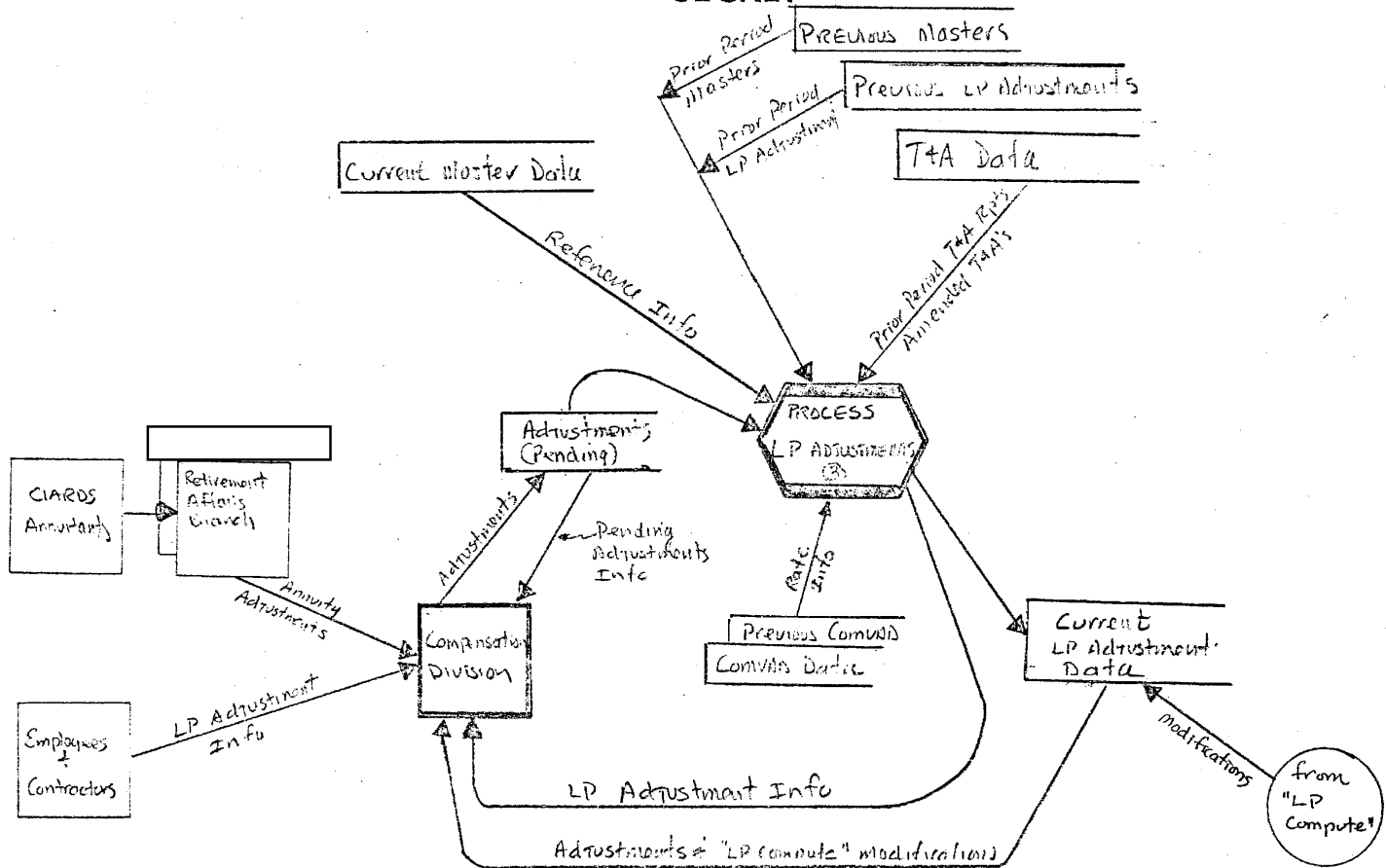
SECRET

SECRET



SECRET

25X1



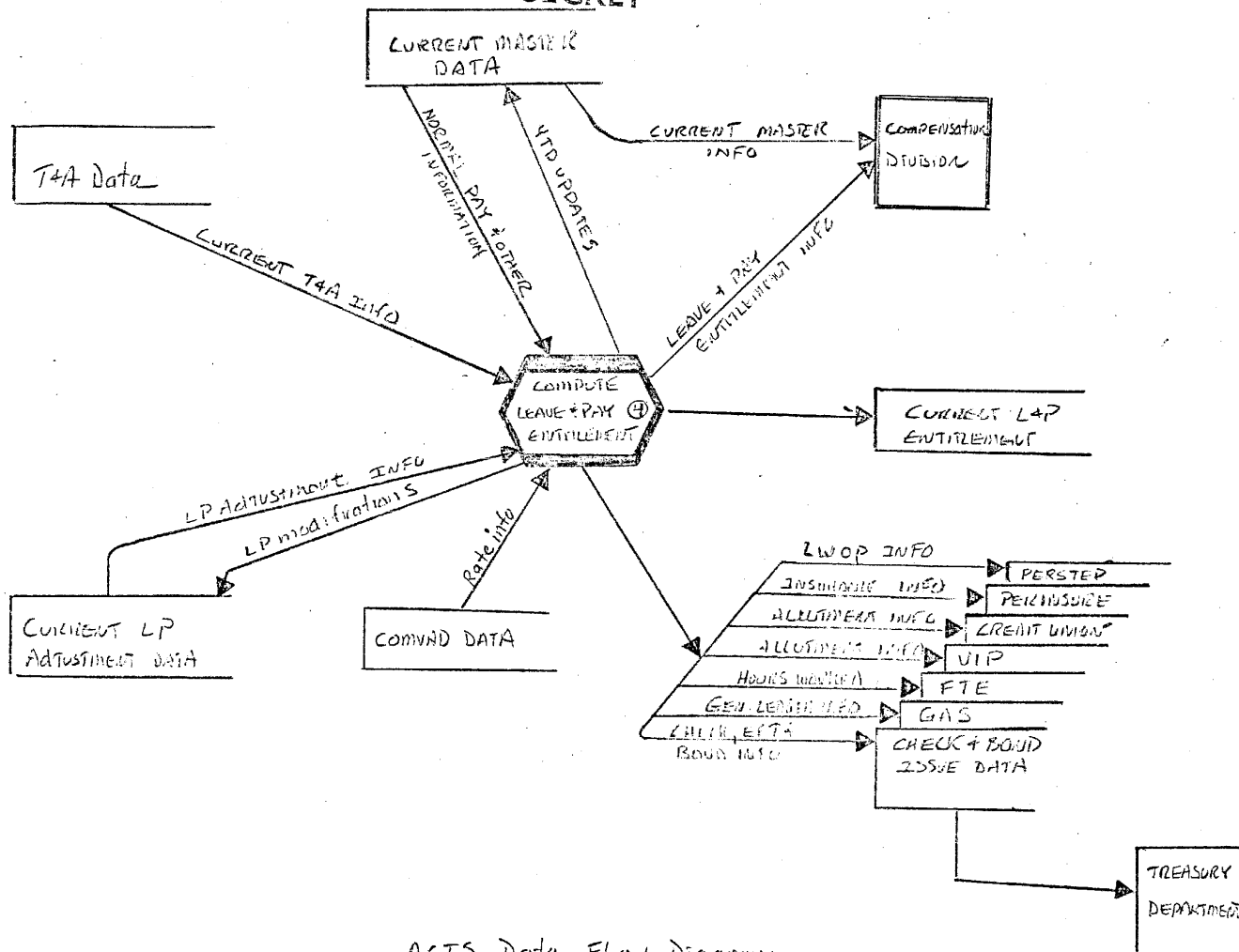
ACIS Data Flow Diagram

Level I, Process 3

"Process Leave & Pay Adjustments"

SECRET

SECRET



ACIS Data Flow Diagram

Level I, Process 4
"COMPUTE LEAVE + PAY ENTITLEMENT"

SECRET



ACIS Data Flow Diagram

Level I, Process 5
"maintain History Information"



Level I, Process 6
"Perform Year-End Processing."

SECRET

2 October 1981

APPENDIX C: DATA ELEMENTS LISTING (U)

The data elements listed below are provided as a summary for early review purposes only, and will not be baselined at this time. A complete list of ACIS data elements will be provided with the Resources Requirements document to be issued in late November.

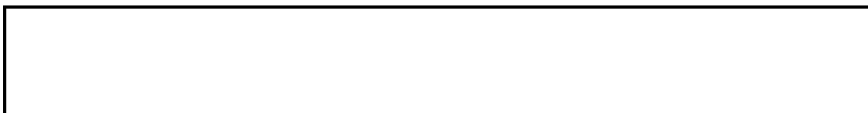
The data elements shown below are currently used in the mechanized processing of the four existing payroll systems:

- o Biweekly Payroll System (U)
- o CIARDS Payroll System (U)
- o JPRS Payroll System (C)



Each data element name ends in a single letter code. These codes identify the existing systems from which the data element was derived, and are to be interpreted as follows:

- B = Biweekly Payroll System (U)
- C = CIARDS Payroll System (U)
- J = JPRS Payroll System (C)



1	A/L_DAYS_IN_NINETY_DAY_PP_B
2	A/L_DAYS_IN_NINETY_DAYS_YTD_B
3	A/L_HOURS_IN_NINETY_DAYS_PP_B
4	A/L_HOURS_IN_NINETY_DAYS_YTD_B
5	A/L_PART_TIME_CARRYOVER_PP_B
6	A/L_PART_TIME_CARRYOVER_YTD_B
7	A/L_PRIOR_YR_CARRYOVER_PP_B
8	A/L_TAKEN_THIS_PP_B
9	A/L_TAKEN_YTD_B
10	ACCRUED_EARNINGS_CREDIT_AMOUNT_B
11	ACCRUED_EARNINGS_CREDIT_CODE_B
12	ADDRESS_AFFILIATION_J
13	ADDRESS_CITY_C

SECRET

SECRET

2 October 1981

14 ADDRESS_CITY_J
15 ADDRESS_HOUSE_NUMBER_J
16 ADDRESS_NUMBER/STREET_C
17 ADDRESS_STATE_C
18 ADDRESS_STATE_J
19 ADDRESS_STREET_J
20 ADDRESS_ZIP_CODE_C
21 ADDRESS_ZIP_J
22 ADMIN_PREMIUM_PAY_AMOUNT_B
23 ADMIN_PREMIUM_PAY_AUTHORIZED_B
24 ADMIN_PREMIUM_PAY_PERCENT_B
25 AGE_62_CODE_C
26 ALIMONY_ALLOT_ADDRESS_STREET_C
27 ALIMONY_ALLOTMENT_AMT_C
28 ALIMONY_ALLOTMENT_AMT_YTD_C
29 ALIMONY_ALLOTMENT_PERCENT_C
30 ALIMONY_ALLOTTEE_ADDRESS_CITY_C
31 ALIMONY_ALLOTTEE_ADDRESS_STATE_C
32 ALIMONY_ALLOTTEE_ADDRESS_ZIP_C
33 ALIMONY_ALLOTTEE_NAME_C
34 ANNUAL_ANNUITY_B
35 ANNUAL_LEAVE_ACCRUAL_LOSS_PP_B
36 ANNUAL_LEAVE_ACCRUAL_LOSS_YTD_B
37 ANNUAL_LEAVE_ACCRUAL_PP_B
38 ANNUAL_LEAVE_ACCRUAL_YTD_B
39 ANNUAL_LEAVE_AVAIL_FOR_ADV_PP_B
40 ANNUAL_LEAVE_AVAIL_FOR_ADV_YTD_B
41 ANNUAL_LEAVE_BALANCE_PP_B
42 ANNUAL_LEAVE_BALANCE_YTD_B
43 ANNUAL_LEAVE_CATEGORY_B
44 ANNUAL_LEAVE_FORFEITED_B
45 ANNUAL_LEAVE_MAXIMUM_PP_B
46 ANNUAL_LEAVE_MAXIMUM_YTD_B
47 ANNUAL_SALARY_B
48 ANNUAL_SALARY_GS10/1_B
49 ANNUITY_AMOUNT_THIS_MONTH_C
50 ANNUITY_AMOUNT_YTD_C
51 ARRIVAL_DATE_B
52 ARRIVE/DEPART_DESCRIPTION_CODE_B
53 AWARDS_AMOUNT_B
54 BASE_PAY_B
55 BENEFIT_ELECTION_CODE_C
56 BIWEEK_BASE_GS15/10_B
57 BOND_ACTION_CODE_B
58 BOND_ALLOTMENT_NUMBER_B
59 BOND_BALANCE_B
60 BOND_BALANCE_REFUND_CODE_B

SECRET

SECRET

2 October 1981

61 BOND_CO-OWNER_BENEFICIARY_CODE_B
62 BOND_COOWNER_BENEFICIARY_SSN_B
63 BOND_DEDUCTION_B
64 BOND_DENOMINATION_B
65 BOND_ISSUE_DATE_B
66 BOND_ISSUED_YES_NO_CODE_B
67 BOND_OWNER_ADDR_CITY_AND_STATE_B
68 BOND_OWNER_ADDR_STREET_B
69 BOND_OWNER_ADDR_ZIP_CODE_B
70 BOND_OWNER_NAME_B
71 BOND_OWNER_SSN_B
72 BOND_PURCHASE_PRICE_B
73 BONUS_AMOUNT_B
74 CHECK_BANK_ACCOUNT_NUMBER_B
75 CHECK_BANK_ADDR_CITY_AND_STATE_B
76 CHECK_BANK_ADDRESS_STREET_B
77 CHECK_BANK_ADDRESS_ZIP_CODE_B
78 CHECK_BANK_IDEN_NUMBER_B
79 CHECK_BANK_NAME_B
80 CHECK_HOME_ADDR_CITY_AND_STATE_B
81 CHECK_HOME_ADDR_ZIP_CODE_B
82 CHECK_HOME_ADDRESS_STREET_B
83 CHECK_INSTRUCTION_CODE_B
84 CHILD_SUPPORT_ALLOT_ADD_CITY_C
85 CHILD_SUPPORT_ALLOT_ADD_STATE_C
86 CHILD_SUPPORT_ALLOT_ADD_STREET_C
87 CHILD_SUPPORT_ALLOT_ADDR_ZIP_C
88 CHILD_SUPPORT_ALLOT_AMT_C
89 CHILD_SUPPORT_ALLOT_AMT_YTD_C
90 CHILD_SUPPORT_ALLOT_PERCENT_C
91 CHILD_SUPPORT_ALLOTTEE_NAME_C
92 CIARDS_PURCHASE_PRIOR_SERV_DED_N
93 CIARDS_PURCHASE_PRIOR_SERV_DED_B
94 CIARDS_PURCHASE_PRIOR_SERV_TOT_B
95 CIARDS_RETIREMENT_DEDUCTION_B
96 CIARDS_VOLUNTARY_CONTR_DED_B
97 CIARDS_VOLUNTARY_CONTR_YTD_AMT_B
98 CLOTHING_ALLOWANCE_NONTAX_B
99 COMBINED_FEDERAL_CAMPAIGN_DED_B
100 COMP_TIME_BAL_AS_OF_LV_PER_24_B
101 COMP_TIME_BAL_AS_OF_LV_PER_26_B
102 COMP_TIME_BALANCE_PP_B
103 COMP_TIME_BALANCE_YTD_B
104 COMP_TIME_CONVERTED_TO_BASE_B
105 COMP_TIME_EARNED_PP_B
106 COMP_TIME_EARNED_YTD_B
107 COMP_TIME_FORFEITED_PP_B

SECRET

SECRET

2 October 1981

108 COMP_TIME_FORFEITED_YTD_B
109 COMP_TIME_HOURS_PAYABLE_B
110 COMP_TIME_PAYMENT_AMOUNT_B
111 COMP_TIME_RATE_B
112 COMP_TIME_TAKEN_LP_1_AND_2_B
113 COMP_TIME_TAKEN_LP_25_26_B
114 COMP_TIME_TAKEN_PP_B
115 COMP_TIME_TAKEN_YTD_B
116 CONTRACT_EFFECTIVE_DATE_B
117 CONTRACT_EFFECTIVE_DATE_J
118 CONTRACT_LIFE_INS_DEDUCTION_B
119 CONTRACT_NUMBER_J
120 CONTRACT_SERVICE_ORDER_NUMBER_J
121 CONTRACT_TERMINATION_DATE_B
122 COST_OF_LIVING_DIFF_AMOUNT_B
123 COST_OF_LIVING_DIFF_AUTHD_Y/N_B
124 COST_OF_LIVING_DIFF_PERCENT_B
125 COST_OF_LIVING_PRORATION_CODE_C
126 COURT_LEAVE_TAKEN_PP_B
127 COURT_LEAVE_TAKEN_YTD
128 CREDIT_UNION_ACCOUNT_NUMBER_B
129 CREDIT_UNION_ALLOT_C
130 CREDIT_UNION_DEDUCTION_B
131 CREDIT_UNION_PREPMT_AMT_C
132 CSC_RETIREMENT_DEDUCTION_B
133 CURRENT_AGE_GROUP_CODE_C
134 CURRENT_MAX_SALARY_EPS_B
135 DATE_OF_BIRTH_B
136 DATE_WORKED_PERFORMED_J
137 DEPARTURE_DATE_B
138 DIC_CODE
139 EARN_STATEMT_TANAME_INDICATOR_B
140 EDUCATION_AID_FUND_DEDUCTION_B
141 EDUCATION_AID_FUND_PP_OF_TERM_B
142 EDUCATION_AID_FUND_STATUS_B
143 EDUCATION_AID_FUND_TOT_PLEDGE_B
144 EDUCATION_ALLOWANCE_AMT_NOTAX_B
145 EDUCATION_ALLOWANCE_AMT_NOTAX_N
146 EFF_DATE_OF_ACTION_B
147 EFF_DATE_OF_PAY_OF_FAN_PP_&_YR_B
148 EFFECTIVE_DATE_OF_ACTION_B
149 EMPLOYEE_CODE_B
150 EMPLOYEE_PAYROLL_NUMBER_B
151 ENVIRONMENTAL_DIFFERENTIAL_AMT_B
152 ENVIRONMENTAL_HOLIDAY_HOURS_B
153 ENVIRONMENTAL_OVERTIME_HOURS_B
154 ENVIRONMENTAL_PAY_AMOUNT_B

SECRET

SECRET

2 October 1981

155 ENVIRONMENTAL_PAY_CODE_B
156 ENVIRONMENTAL_PAY_PERCENT_B
157 ENVIRONMENTAL_REGULAR_TIME_HRS_B
158 ENVIRONMENTAL_SUNDAY_PAY_HOURS_B
159 EQUALIZATION_ALLOW_AUTHORIZED_B
160 EQUALIZATION_ALLOWANCE_B
161 ESCROW_SALARY_DEPOSIT_AMT_B
162 ESCROW_SALARY_DEPOSIT_CODE_B
163 FAN_ACCOUNT_NUMBER_B
164 FBIS_NET_PAY_B
165 FED_TAX_ADD_WITHHOLDING_B
166 FED_TAX_ALLOTMENT_AMT_C
167 FED_TAX_DEDUCTION_B
168 FED_TAX_EXEMPTIONS_B
169 FED_TAX_FLAT_RATE_PERCENT_B
170 FED_TAX_MARITAL_STATUS_B
171 FED_TAX_TABLE_B
172 FED_TAX_WITHHOLDG_PP_EFF_B
173 FED_TAX_YES/NO_INDICATOR_B
174 FED_TAX_YTD_C
175 FEGLI_AGE_CODE_C
176 FEGLI_AGE_GROUP_CODE_C
177 FEGLI_ANNUAL_SALARY_B
178 FEGLI_BASIC_COV_OPTIONS_CODE_C
179 FEGLI_BASIC_COVERAGE_CODE_C
180 FEGLI_DEDUCTION_B
181 FEGLI_DEDUCTION_N
182 FEGLI_GOVERNMENT_SHARE_B
183 FEGLI_RATE_B
184 FEGLI_STATUS_CODE_B
185 FEGLI_UNITS_B
186 FICA_DEDUCTION_B
187 FICA_GROSS_THIS_PP_B
188 FICA_LIMIT_FLAG_B
189 FICA_PERCENT_B
190 FIELD_ALLOTMENT_DEDUCTION_B
191 FINANCE_PAY_ACTION_CODE_B
192 FLIGHT_AND_ACCIDENT_PLAN_DED_B
193 FLSA_AMOUNT_B
194 FLSA_EFFECTIVE_DATE_B
195 FLSA_ELIGIBILITY_INDICATOR_B
196 FLSA_HISTORY_PP_AND_YEAR_B
197 FLSA_HOLIDAY_HOURS_B
198 FLSA_NIGHT_DIFF_HOURS_B
199 FLSA_OTHER_HOURS_B
200 FLSA_PAY_CODE_B
201 FOREIGN_TRANSFER_ALLOW_NO_TAX_B

SECRET

SECRET

2 October 1981

202 GEOGRAPHICAL_HRLY_RATE_W_10_2_B
203 GOVERNMENT_DEBT_YES_NO_B
204 GRADE_AND_STEP_B
205 GROSS_PAY_B
206 GROSS_PAY_PER_VOUCHER_J
207 HASH_OF_DATA_B
208 HASH_OF_DIC_CODES_B
209 HAZARDOUS_DUTY_PAY_AMOUNT_B
210 HAZARDOUS_DUTY_PAY_AUTHORIZED_B
211 HOLIDAY_HOURLY_RATE_B
212 HOLIDAY_HOURS_THIS_PAY_PERIOD_B
213 HOLIDAY_PAY_AMOUNT_B
214 HOLIDAY_PAY_HOURS_B
215 HOME_LEAVE_BALANCE_PP_B
216 HOME_LEAVE_BALANCE_YTD_B
217 HOME_LEAVE_TAKEN_B
218 HOSP_DEDUCTION_C
219 HOSP_DEDUCTIONS_YTD_C
220 HOSPITALIZATION_EMPLOYEES_DED_B
221 HOSPITALIZATION_GOV'T_SHARE_B
222 HOSPITALIZATION_INS_PP_EFF_B
223 HOSPITALIZATION_PLAN_CODE_B
224 HOSPITALIZATION_PLAN_CODE_C
225 HOURLY_RATE_GS_10_1_B
226 INCOME_REPLACEMENT_INSURANCE_B
227 INSURANCE_CODE_B

25X1

SECRET

25X1

Approved For Release 2005/07/12 : CIA-RDP84-00933R000200200003-7

Approved For Release 2005/07/12 : CIA-RDP84-00933R000200200003-7

SECRET

2 October 1981

296 LIFE_INSURANCE_ACCT_NO_B
297 LOCAL_TAX_ALLOT_OR_ADDL_WHLDG_B
298 LOCAL_TAX_AMT_B
299 LOCAL_TAX_GROSS_B
300 LOCAL_TAX_IDEN_CODE_B
301 LOCAL_TAX_NO_LIABILITY_B
302 LOCAL_TAX_PERCENT_B

25X1 [REDACTED]

305 LUMP_SUM_LEAVE_AMOUNT_B
306 LUMP_SUM_LEAVE_AUTH'D_B
307 LUMP_SUM_LEAVE_BEGIN_DATE_B
308 LUMP_SUM_LEAVE_END_DATE_B
309 LUMP_SUM_LEAVE_HOURS_B
310 LWOP_CHARGED_B
311 LWOP_LEI_B
312 LWOP_LEI_PP_B
313 LWOP_YTD_B
314 LWOP_YTD_PP_B
315 MAX_FGLI_UNITS_B
316 MAX_FICA_TAX_DEDUCTION_B
317 MAX_HRS_PAYABLE_EOD_OR_SEP_B
318 MAX_HRS_PAYABLE_PP_B
319 MAX_O/T_HRS_PAYABLE_PER_PL_B
320 MAX_WAGES_SUBJECT_TO_FICA_B
321 MILITARY_LEAVE_TAKEN_PP_B
322 MILITARY_LEAVE_TAKEN_YTD_B
323 MINIMUM_FGLI_UNITS_B
324 MISSING_T_AND_A_INDICATOR_B
325 MOBILITY_INCENTIVE_PAY_B
326 MOVING_EXPENSES_(A)_B
327 MOVING_EXPENSES_(B)_B
328 MOVING_EXPENSES_NONTAXED_(A)_B
329 MOVING_EXPENSES_NONTAXED_(B)_B
330 MOVING_EXPENSES_TAXED_(A)_B
331 MOVING_EXPENSES_TAXED_(B)_B
332 NAME_C
333 NAME_J
334 NET_PAY_B
335 NET_PAY_DISPOSITION_CODE_B
336 NIGHT_DIFFERENTIAL_AMOUNT_B
337 NIGHT_DIFFERENTIAL_CODE_B
338 NIGHT_DIFFERENTIAL_HOURS_B
339 NIGHT_DIFFERENTIAL_PERCENT_B

25X1 [REDACTED]

SECRET

25X1

Approved For Release 2005/07/12 : CIA-RDP84-00933R000200200003-7

Next 1 Page(s) In Document Exempt

Approved For Release 2005/07/12 : CIA-RDP84-00933R000200200003-7

SECRET

2 October 1981

437 NTE_DATE_B
438 NUMBER_OF_BONDS_B
439 NUMBER_OF_DEPENDENTS_B
440 OPM_ANNUITANT_IDEN_NUMBER_C
441 OPT_FEGLI_AMOUNT_C
442 OPTIONAL_FEGLI_AGE_CODE_B
443 OPTIONAL_FEGLI_DEDUCTION_B
444 OPTIONS_INDICATOR_C
445 ORGANIZATION_CODE_B
446 ORIGINAL_CONTRACT_EFF_DATE_B
447 ORIGINAL_CONTRACT_TERM_DATE_B
448 OTHER_ALLOWANCES_NON_TAXABLE_B
449 OTHER_DEDUCTIONS_B
450 OTHER_EARNINGS_TAXABLE_B
451 OTHER_LEAVE_CODE_B
452 OVERTIME_AMOUNT_B
453 OVERTIME_HOURLY_RATE_B
454 OVERTIME_HOURS_B
455 OVERTIME_HRS_CONVERTED_TO_BASE_B
456 OVERTIME_RATE_GS_10_1_B
457 PARTL_T&A_CARD_ESCROW_B
458 PARTL_T&A_IN_ESCROW_FHOLID_HRS_B
459 PAY_BASIS_B
460 PAY_PERIOD_B
461 PAY_PERIOD_OF_PCS_DEPART_B
462 PAY_SCHEDULE_B
463 PAY_YEAR_B
464 PAYROLL_NAME_INDICATOR_B
465 PCN_NUMBER_N
466 PERSIGN_CORR_CANCEL_CODES_B
467 PERSONNEL_TYPE_SEPS_CODE_B
468 PHYSICIAN_COMPARA_PAY_B
469 PHYSICIAN_COMPARA_PAY_NTE_DATE_B
470 POST_ALLOW_AMT_B
471 POST_ALLOW_AUTHORIZED_B
472 POST_DIFFERENTIAL_AMT_B
473 POST_DIFFERENTIAL_AUTHD_B
474 POST_DIFFERENTIAL_PERCENT_B
475 PREVIOUS_GOV'T_SERVICE_CODE_B
476 PREVIOUS_MAX_SALARY_EP5_B
477 PRIOR_LEAVE_YEAR_STATION_CD_B
478 PRIOR_PP_FED_TAX_DED_B
479 PRIOR_PP_FEGLI_DED_B
480 PRIOR_PP_HOSPITALIZATION_DED_B
481 PRIOR_PP_LOCAL_TAX_DED_B
482 PRIOR_PP_OPTIONAL_FEGLI_DED_B
483 PRIOR_PP_RETIREMENT_FICA_CODE_B

SECRET

SECRET

2 October 1981

484 PRIOR_PP_RETIREMENT_FICA_DED_B
485 PRIOR_PP_STATE_TAX_DED_B
486 PRIOR_YEAR_ANNUAL_LEAVE_MAX_B
487 PRIOR_YEAR_LWOP_B
488 PRIOR_YEAR_MILITARY_LEAVE_B
489 PSEUDONYM_FIRST_MIDDLE_B
490 PSEUDONYM_LAST_B
491 QUARTERS_ALLOWANCE_AUTHD_B
492 QUARTERS_ALLOWANCE_NO_TAX_B
493 QUARTERS_DEDUCTION_B
494 RATE_OF_PAY_J
REC RECORD1-TEST-
REC RECORD2-TEST-
495 REFUND_OF_ADVANCE_DEDUCTION_B
496 REGULAR_TIME_HOURS_B
497 REPAY_VOL_CONTRIB_CODE_C
498 RETIREMENT_BASE_PAY_B
499 RETIREMENT_CONT_REFUND_AMT_B
500 RETIREMENT_FICA_CODE_B
501 RETIREMENT_PERCENT_B
502 SALARY_OR_RATE_B
503 SALARY_OVERPAYMENT_DEDUCTION_B
504 SEPARATE_MAINT_ALLOW_AUTHD_B
505 SEPARATE_MAINT_ALLOW_B
506 SEPARATION_COMPENSATN_AMT_B
507 SEPARATION_COMPENSATN_END_FLAG_B
508 SEPARATION_COMPENSATN_TOT_AMT_B
509 SERVICE_COMPUTATION_DATE_B
510 SEX_CODE_B
511 SICK_LEAVE_ACCRUAL_LOSS_PP_B
512 SICK_LEAVE_ACCRUAL_LOSS_YTD_B
513 SICK_LEAVE_ACCRUAL_PP_B
514 SICK_LEAVE_ACCRUAL_YTD_B
515 SICK_LEAVE_ADVANCED_PP_B
516 SICK_LEAVE_ADVANCED_YTD_B
517 SICK_LEAVE_BALANCE_PP_B
518 SICK_LEAVE_CATEGORY_B
519 SICK_LEAVE_P/T_CARRYOVER_PP_B
520 SICK_LEAVE_P/T_CARRYOVER_YTD_B
521 SICK_LEAVE_PRIOR_YEAR_PP_B
522 SICK_LEAVE_PRIOR_YEAR_YTD_B
523 SICK_LEAVE_TAKEN_PP_B
524 SICK_LEAVE_TAKEN_YTD_B
525 SLOPS_CODE_B
526 SOCIAL_SECURITY_NUMBER_B
527 SPECIAL_ALLOTMENT_CODE_C
528 SPECIAL_PAYMENTS_CODE_C

SECRET

SECRET

2 October 1981

529 STANDBY_PAY_AMOUNT_B
530 STANDBY_PAY_AUTHORIZED_B
531 STANDBY_PAY_PERCENT_B
532 STATE_ABBREVIATION_B
533 STATE_NAME_B
534 STATE_TAX_ADDITIONAL_DEDUCTION_B
535 STATE_TAX_CODE_B
536 STATE_TAX_DEDUCTION_B
537 STATE_TAX_EXEMPTIONS_B
538 STATE_TAX_FLAT_RATE_PERCENT_B
539 STATE_TAX_GROSS_B
540 STATE_TAX_MARITAL_STATUS_B
541 STATE_TAX_NO_LIABILITY_B
542 STATE_TAX_TABLE_B
543 STATE_TAX_YES_NO_INDICATOR_B
544
545
546 STATUS_UNDETERMINED_CODE_B
547 SUB_OBJECT_CLASS_CODE_B
548 SUNDAY_PAY_AMOUNT_B
549 SUNDAY_PAY_HOURS_B
550 SUNDAY_PAY_RATE_B
551
552 TAX_LEVY_AMT_C
553 TAX_LEVY_AMT_YTD_C
554 TAX_LEVY_B
555 TAX_STATUS_CODES_B
556 TAXABLE_GROSS_B
557 TCOLA_AMOUNT_B
558 TCOLA_AUTHORIZED_B
559 TCOLA_PERCENT_B
560 TEMPORARY_LODGING_ALLOW_NONTX_B
561 TERMINATION_OF_ANNUITY_CODE_C
562 TOTAL_ADVANCE_AMOUNT_B
563 TOTAL_OVERPAYMENT_AMOUNT_B
564 TOUR_OF_DUTY_B
565 TRANSACTION_CODE
566 TRANSACTION_CODE_FINANCE_B
567 TRAUMA_LEAVE_B
568 TRUE_NAME_FIRST_MIDDLE_B
569 TRUE_NAME_LAST_B
570 TYPE_ACTION_CODE_B
571 TYPE_ANNUITY_CODE_C
572 TYPE_PAYMENT_CODE_C
573 TYPE_RETIREMENT_CODE_C
574 TYPE_SERVICE_CODE_J
575 PUBLIC_DEDUCTION_B

SECRET

SECRET

2 October 1981

576 UBLIC_INSURANCE_ALLOT_C
577 UNIT_RATE_OF_PAY_B
578 VERIFIER_B
579 VIP_CODE_B
580 VIP_DEDUCTION_B
581 WAE_DAYS_WORKED_SINCE_LAST_LEI_B
582 WAE_DAYS_WORKED_THIS_PP_B
583 WAEPA_INS_DEDUCTION_B
584 WAEPA_INSURANCE_ALLOT_C
585 WAGE_SCALE_ADJUST_AUTH'D_B
586 WITHIN_GRADE_INCREASE_AUTH'D_B
587 WORK_UNITS_WORKED_J
588 W2_ADDRESS_APT_NUMBER_B
589 W2_ADDRESS_CITY_AND_STATE_B
590 W2_ADDRESS_STREET_B
591 W2_ADDRESS_ZIP_CODE_B
592 W2_CODE_B
593 W2_CODE_NAME_B
594 W2_CODES_HISTORY_B
595 W2_FED_TAX_AMOUNT_B
596 W2_FICA_AMOUNT_B
597 W2_FICA_GROSS_B
598 W2_ISSUED_YES/NO_B
599 W2_LOCAL_TAX_DEDUCTED_B
600 W2_LOCAL_TAX_GROSS_B

SECRET